**7-1-7 Tabletop Activity**  
**Facilitator’s agenda**

You will have 85 minutes in your group to facilitate the sub-activities listed in the agenda below. Below is a suggested breakdown of how to use this time. **Keep this sheet separate as an aid to track your time while facilitating**. **Record actual times in the last column to help you monitor progress and make adjustments through your facilitation in real-time.**

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| --- | --- | --- | --- | --- |
| **Step** | **Sub-activity** | **Method** | **Suggested duration (minutes)** | **Real time**  **(filled by facilitator)** |
| **Brief personal introductions and instructions (5 min)** | Introductions | Verbal | 3 |  |
| Instructions | Verbal | 2 |  |
| **Part 1: Record milestone dates + calculate 7-1-7 performance (45 min)** | Read the scenario and record 7-1-7 milestone dates | Individual | 18 |  |
| Discuss milestone dates: emergence, detection, notification | Group Chat | 8 |  |
| Discuss milestone dates: early response actions | Verbal | 6 |  |
| Discuss milestone dates: completion of early response actions | Verbal | 2 |  |
| Calculate 7-1-7 performance | Individual | 6 |  |
| Discuss the 7-1-7 target | Group Chat | 5 |  |
| **Part 2: Identify bottlenecks, enablers, and actions (25 min)** | Identify bottlenecks, enablers, and actions | Individual | 5 |  |
| Discuss the bottlenecks and enablers | Group Chat | 10 |  |
| Discuss immediate and longer-term actions | Verbal | 10 |  |
| **Small group debrief (10 min)** | Small group debrief | Verbal | 10 |  |